

REPORTS INVENTORY					CONTROL NO. DDS/OF-031	
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (If a fill-in report include Form No.) Annual Agency Financial Report					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL		
		LOGISTICS	SECURITY	OTHER (specify)		
		MEDICAL	<input checked="" type="checkbox"/> FINANCE			
4. NO. OF COPIES PREPARED 18		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually - FY Basis			6. DISTRIBUTION (No. of components not number of copies) 16	
7. FORMAT (memorandum, form computer print-out, etc) Printed Publication		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.			9. DIRECTIVE AUTHORITY REQUIRING REPORT Financial Control and Supervision by D/Fin	
10. PREPARING COMPONENT (include lowest level contributing information to report) S&AS/Accounts Division			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) General Ledger Trial Balance and Subsidiaries; Budgetary Statistics and Narrative from OPPB.			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	=	COST PER YEAR
GS-13	\$10.48	552	\$5,784.96	1		\$5,784.96
GS-11	7.06	80	564.80	1		564.80
GS-04	2.81	80	224.80	1		224.80
GS-08	4.74	89	421.86	1		421.86
						\$6,996.42
B. COSTS OF COMPUTER PRODUCED REPORTS						
Printing						\$ 800.00
Chart Work (Color)						120.00
Binding						54.00
						\$ 974.00
TOTAL COSTS PER YEAR						\$7,970.42
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Normal business practice to issue Annual Financial Report. No "Use" cost included above since we do <u>not</u> know actual "use". We believe this is <u>not used</u> by management in <u>decision making</u> but serves more as a historical reference.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS	<input checked="" type="checkbox"/> OTHER (explain) Study should be made to determine improvements for management "use."				MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE						
<input type="checkbox"/> DISCONTINUE						
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION